



**Headquarters**

Office of Communications  
MS5L9, 300 E Street, SW  
Washington, DC 20546-0001

May 24, 2019

Emma Best  
MuckRock News  
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411A Highland Ave  
Somerville, MA 02144-2516  
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REF: 19-HQ-F-00546

Dear Ms. Best,

We are in receipt of your FOIA request correspondence dated May 21, 2019, and received at the NASA Headquarters FOIA Office on May 24, 2019. Your request was assigned FOIA Case Number 19-HQ-F-00546 and seeks:

\*Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:

1. The instruction to do so from the Agency, as well as any guidance from the senior leadership
2. Documents discussing proposals and procedures
3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office
4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation
  - \* A copy of the agency's first perfected (successful) FOIA request
  - \* copies of other FOIA requests filed before the FOIA request described above
  - \* Processing notes, search slips and response documents regarding the FOIA requests described above
  - \* The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests
  - \* A copy of the agency's first successful FOIA appeal
  - \* copies of other FOIA appeals received by the agency before the appeal described above
  - \* Processing notes, search slips and response documents regarding the FOIA appeals described above

\* The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals.

This letter is to acknowledge receipt of your FOIA request. Please be advised that NASA processes all FOIA requests in a multi-track processing system, based upon the date of receipt and the amount of work and time involved in processing the request. In accordance with 14 CFR § 1206.400(b), the Agency determines whether the request is simple or complex. Based on the documents you have requested, we are placing your request in the 'complex' processing queue and expect to process your request in **20 working days or more**. The 20-day suspense date for your request is **June 24, 2019**. If we are unable to meet this suspense, we will notify you. Alternatively, you may wish to limit the scope of your request to allow us to place your request in the 'simple' processing queue.

You have requested to be categorized as a representative of the news media. Per 14 CFR § 1206.507(c)(3)(ii), "A representative of the news media is any person or entity organized and operated to publish or broadcast news to the public that actively gathers information of potential interest to a segment of the public, *uses its editorial skills to turn the raw materials into a distinct work*, and distributes that work to an audience." Based on this information and the information you have provided, we have categorized your request as "all other." As an "all other" requester, you are entitled to up to two hours of search time and the duplication of up to 100 pages of documents without charge, *See* 14 CFR § 1206.507. Please notify us in writing if you find this request category to be in error.

If applicable, further issues concerning processing of your request will be addressed in a separate letter. If I can be of further assistance, please contact me at 202-358-0680 or [Mireya.P.Nyirenda@nasa.gov](mailto:Mireya.P.Nyirenda@nasa.gov).

Sincerely,



MIREYA P. NYIRENDA  
FOIA Public Liaison Officer